CHARTER

U.S. DEPARTMENT OF THE INTERIOR

ARCHITECTURE REVIEW BOARD

I.   Purpose.

The purpose of this charter is to define the scope, responsibilities, and structure of the Architecture Review Board (ARB).

II.   Scope.

The scope of the ARB is to provide guidance on Interior-wide and cross-bureau IT initiatives based upon the Interior Enterprise Architecture (IEA).

III.   Roles and Responsibilities.

The ARB is a standing board that serves the Interior Chief Information Officer (CIO) and Information Technology Management Council (ITMC) on issues related to technical compliance with the IEA. The ARB identifies and/or facilitates components for update to the IEA through liaison with standing Domain Architecture Teams (DATs).

The Board serves as the forum for the following major IT oversight functions:

1)   Recommend direction for technical initiatives identified through the IEA by employing effective IT project planning and management, and cross-discipline coordination,

2)   Develop and recommend priorities of IT initiatives identified in the IEA through consideration of factors such as logical progression and resource limitations,

3)   Review and recommend approval of recommendations and products from the DATs, and

4)   Consider architectural compliance issues from a crosscutting perspective through discussion and agreement on preferred technical solutions.

IV.   Compliance

The purpose of the IEA is to identify and document Interior business processes, data/information needed to support those processes, applications/service components to manage and present data/information, and the underlying supporting technology.

The focus of the ARB is on the technical layers of the IEA (Data and Information Reference Model (DRM), Service Component Reference Model (SRM), and Technical Reference Model (TRM)).

The ARB will review and recommend technical factors related to ensuring compatibility with the IEA and other related Interior policies, procedures, processes, standards and guidelines, e.g., IT Strategic Plan (ITSP).

The ARB will review and recommend technical waivers to the IEA, based upon the approved IEA and Interior policies, procedures, and guidelines.

V.   Function

The ARB will recommend creation of DATs to leverage Interior-wide technical experience and expertise. The DATs will define technical standards and products for inclusion in the Technical Reference Model and will address specific technical issues (e.g., network, spatial, application design, etc.) as recommend by the ARB and approved by the ITMC.

The ARB will interact with standing DATs through the Interior Chief Architect and the lead representative for each DAT.

In conjunction with IT Capital Planning and Investment Control, the ARB will periodically review planned and/or implemented major IT initiatives to assess actual versus expected results to:

1)   Ascertain the degree to which the projects are consistent and compatible with the current IEA,
2)   Identify any changes or modifications that may be needed to the IEA, and
3)   Recommend technical IEA modifications to be addressed by the DATs.

Activities of the ARB will include:

- Enhance and evolve the IEA
- Recommend establishment and disbandment of Domain Architecture Teams (DATs)
- Review and recommend approval of technical products and standards proposed by the DATs for inclusion in the IEA
- Recommend resolutions to architecture and technological issues
- Develop and recommend priorities for approved IT initiatives
- Review requests for and recommends IEA and Technical Reference Model (TRM) waivers
- Technical liaison between the ITMC, the Interior Chief Architect, and the

DATs
- Provide recommendations and reports to the ITMC

Member responsibilities of the ARB are to:

- Provide technical review for the IEA and TRM
- Garner and share technical architecture-related experience and lessons learned
- Work as an integrated team
- Provide timely review of materials
- Provide meaningful input and active participation
- Provide staffing for DATs
- Attend scheduled face-to-face meetings

VI. Board Members, Decisions, and Recording.

a. Members of the Board include:

i. Voting:

1. Interior Deputy Chief Information Officer (DCIO)

2. Bureau/Office CIOs or DCIOs, or designee

ii. Non-voting:

1. Interior Chief Architect

2. Departmental IT Security Manager

3. Departmental A-130 Program Manager

4. DAT lead representatives

b. Co-chairs are:

i. The Interior DCIO, and

ii. A Bureau or Office CIO or DCIO (or designee), rotated annually based upon nomination by and 2/3 approval of the voting membership.

1. Decisions: Board members have equal voting powers.

2. The Interior Chief Architect, Departmental IT Security Manager, Departmental A-130 Program Manager, and DAT lead

representatives participate in an advisory and learning capacity only.

   iii. General decisions. Eighty percent approval is required to carry the vote.

   iv. Appeals. Bureau or Office CIOs may appeal decisions to:

      1. The ITMC. In the case of a tie,

      2. The Interior CIO adjudicates.
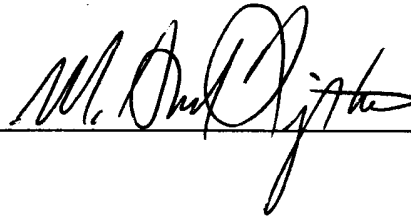
c. Recording. The Board:

   i. Co-Chairs schedule meetings as needed but not less than quarterly.

   ii. Reviews performed and waivers granted by the Board will be documented, recorded, and transmitted consistent with Interior directives process.

VII. Recommended by: Information Technology Management Council (ITMC)

VIII. Approved by:

W. Hord Tipton (ITMC Co-Chair)_____   9/25/03

Date